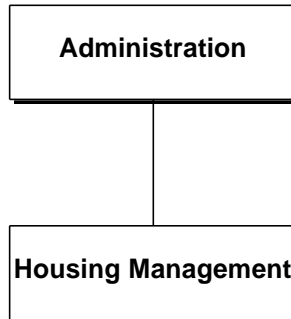


**DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT  
FUND 941, FAIRFAX COUNTY RENTAL PROGRAM**



***Agency Position Summary***

28    Regular Positions       /       28.0    Regular Staff Years

***Position Detail Information***

**HOUSING MANAGEMENT**

2	Housing Service Specialists III
5	Housing Service Specialists II
2	Housing Service Specialists I
1	Engineering Technician II
2	Refrigeration and A/C Supervisors
1	Material Requirements Specialist
1	Painter II
2	Painters I
2	General Building Maintenance Workers II
2	General Building Maintenance Workers I
1	Carpenter II
2	Plumbers I
1	Electrician II
2	Administrative Aides
2	Secretaries I
28	Positions
28.0	Staff Years

# FUND 941

## FAIRFAX COUNTY RENTAL PROGRAM

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### AGENCY MISSION

*To manage affordable rental housing acquired by the Fairfax County Redevelopment and Housing Authority (FCRHA) and to maintain and preserve the units for long term rental availability.*

### AGENCY SUMMARY

Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	28/ 28	28/ 28	28/ 28	28/ 28	28/ 28
Expenditures:					
Personnel Services	\$1,289,190	\$1,429,339	\$1,429,339	\$1,461,625	\$1,496,912
Operating Expenses	3,124,005	3,392,464	3,467,449	2,571,162	2,571,162
Capital Equipment	41,406	43,969	50,441	3,817	3,817
<b>Total Expenditures</b>	<b>\$4,454,601</b>	<b>\$4,865,772</b>	<b>\$4,947,229</b>	<b>\$4,036,604</b>	<b>\$4,071,891</b>

### Board of Supervisors' Adjustments

*The following funding adjustments reflect all changes to the FY 2001 Advertised Budget Plan, as approved by the Board of Supervisors on April 24, 2000:*

- The 2.5 percent cost-of-living/market rate adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$35,287 to Fund 941, Fairfax County Rental Program.

*The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan from January 1, 2000 through April 17, 2000. Included are all adjustments made as part of the FY 2000 Third Quarter Review:*

- A net expenditure decrease of \$148,558 for adjustments made to four projects as follows: a decrease of \$490,050 for Project 003968, Hopkins Glen, due to contracting out management functions to a third party contractor, thereby eliminating the FCRHA's requirements for day-to-day operation of the facility, partially offset by an increase of \$171,572 for Personnel Services and Operating Expenses to provide management functions at two new limited partnership projects including Project 013969, Castellani Meadows (\$85,786), and Project 014051, West Glade, (\$85,786), which added 48 units to the rental program; and an increase of \$169,920, for Project 013880, Stonegate, for the installation of gas lines and individual gas meters allowing improved measurement and usage readings.
- A net revenue decrease of \$183,572, including a reduction of \$525,064 primarily for Hopkins Glen dwelling rents, offset by an increase of \$171,572 for the limited partnerships' reimbursements for expenditures, and an increase of \$169,920 for the Stonegate gas metering project.

# **FUND 941**

## **FAIRFAX COUNTY RENTAL PROGRAM**

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### **County Executive Proposed FY 2001 Advertised Budget Plan**



### **Agency Overview**

The Fairfax County Rental Program (FCRP) is a local rental-housing program developed and managed by the Department of Housing and Community Development for the Fairfax County Redevelopment and Housing Authority (FCRHA). The FCRP is designed to provide affordable rental housing in the County for low- and moderate-income families. In addition, the six properties formerly included in Fund 943, Virginia Housing Development Authority (VHDA) Projects, were included in Fund 941, Fairfax County Rental Program, beginning in FY 1998. These Group Homes provide housing for persons with disabilities in conjunction with the Fairfax-Falls Church Community Services Board (CSB) and the VHDA. In late 1999 construction was completed for Leland, an eight-bedroom group home for disabled adults. The Board of Supervisors leases this facility from FCRHA, paying debt service for a portion of the total development costs. The Department of Housing and Community Development (DHCD) provides maintenance services for the Group Homes.

In FY 2001, 685 units and a 115-space mobile home park will be supported under the Fairfax County Rental Program for low- to moderate-income residents, and 69 beds will be maintained in Group Homes. The FCRP includes projects developed by the FCRHA, as well as the Woodley Hills Mobile Home Park, and other privately developed or rehabilitated housing units acquired by the FCRHA. The privately developed and rehabilitated sites are located throughout Fairfax County, primarily in converted condominium projects. Funding for Hopkins Glen, a 91-unit apartment development in the Providence District and Cedar Ridge, a 198 unit development in the Hunter Mill District, are no longer presented in Fund 941. Although they are owned by FCRHA, these properties are operated by private management firms. In FY 2000, Castellani Meadows and West Glade were added to the rental program for an increase of 48 units. These developments are owned by limited partnerships of which the FCRHA is the managing general partner, the same as Tavenner Lane, Stonegate, and Murraygate. Because of this ownership, only a portion of the expenses for these properties is included. The FCRP units are acquired using a combination of County funds, private financing, and FCRHA generated funds. The operation of this program is primarily supported by tenant rents with County general funds in the amount of \$302,131 providing support for condominium fees. DHCD staff administers the contract between the FCRHA and the private firms hired to manage the facilities. The FY 2001 budget includes funds for Phase Two shed replacements at Woodley Hills Estates Mobile Home Park and property improvements at Murraygate Village Apartments and Stonegate Village Apartments.

In addition, debt service contributions are received from Fund 141, Elderly Housing, to provide support for the debt service costs of Little River Glen, a FCRHA elderly housing development. Accounting procedures require that the debt service for this project be paid out of Fund 941, Fairfax County Rental Program, although the operating costs are reflected in Fund 141, Elderly Housing.

A number of the components of the FCRP are described in more detail below:

- Beginning in FY 1995, the majority equity (ownership) of the Stonegate, a 234-unit property acquired by the FCRHA in 1990, and Murraygate, a 197-unit Section 236 property acquired by the FCRHA in 1991, were sold to a limited partnership. The two developments continue to be managed by the FCRHA. However, since each property is owned by a limited partnership and is subject to IRS regulatory requirements, separate accounting and reporting rules apply. Therefore, most operating expenditures, such as Personnel costs, are charged to the County's Financial Accounting Management Information System (FAMIS) initially and will be reimbursed by the limited partnership. The limited partnership accounting treatment also applies to the Tavenner Lane, Castellani Meadows, and West Glade projects.
- The Woodley Hills Estates Mobile Home Park occupies a portion of a 49-acre site acquired by the FCRHA in FY 1981. Redevelopment of the park began in FY 1989, and construction of 115 new mobile home pads, streets, and related improvements were completed in September 1991. Planning for disposition of the balance of the vacant property will be coordinated with planning for revitalization of the Richmond Highway corridor.

# **FUND 941**

## **FAIRFAX COUNTY RENTAL PROGRAM**

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- Under a proffer made at the time of zoning approval for Island Creek, the developer dedicated a parcel of land to the FCRHA. Consistent with an exchange agreement entered into between the FCRHA and the developer, the land has been exchanged for eight completed units in the 1 Cardinal Place Condominium development.
- The VHDA financed the construction of the Minerva Fisher Group Home in FY 1978. This facility is a 12-bed group home for mentally retarded citizens of Fairfax County and the Cities of Fairfax and Falls Church. The Minerva Fisher facility has been operational since 1979 and is currently licensed as an Intermediate Care Facility for the Mentally Retarded. In FY 1994, a contract with a private management firm was initiated for the daily operation of the programs for this facility, which in prior years was handled by CSB staff.
- In addition to Minerva Fisher, five additional group homes have been purchased by the FCRHA with available VHDA financing on behalf of the CSB. This service was provided by the FCRHA in order to meet requirements in the Virginia Constitution limiting the amount of long-term debt incurred by the CSB. Under this approach, the CSB enters into separate leases with the FCRHA to reimburse the FCRHA for debt service and other costs as specified. Each year the budget will be submitted to VHDA for review and approval, and any necessary revisions based on VHDA actions will be made at an appropriate quarterly review. In FY 1999 the number of group homes increased from six to seven with the addition of an eight-bed facility, Leland Road, for the mentally retarded. The FY 2001 budget for this additional facility reflects the debt service expenses offset by comparable revenues.

In FY 2001, total funding of \$4,036,604 is included in Fund 941, Fairfax County Rental Program, for the support of Personnel, Operating Expenses, and Capital Equipment. The FY 2001 operating cost for Fund 941, Fairfax County Rental Program, exclusive of debt service for Fund 141, is \$3,522,822 and is supported primarily through rental income. It should be noted that an additional amount of \$302,131 in General Fund support is included in Agency 38, Department of Housing and Community Development, for homeowners' fees for FCRP units.

Funding from tenant rents and other revenues in FY 2001 support the existing FCRHA-owned affordable rental housing (other than Federal public housing) within the County. It also supports the Working Singles Housing Program, a program that provides 20 efficiency apartments for low-income single adults. The Working Singles Housing Program is funded at \$37,239 in FY 2001.

The following chart summarizes the total number of units in the Rental Program in FY 2001 and the projected operating costs associated with the units:

<b><u>Project Name</u></b>	<b><u>Units</u></b>	<b><u>FY 2001 Cost</u></b>	<b><u>District</u></b>
Chatham Town	10	\$31,056	Braddock
Little River Square	45	220,703	Braddock
McLean Hills	25	186,812	Providence
Springfield Green	14	109,171	Lee
Castellani Meadows <sup>1</sup>	24	85,149	Providence
West Glade <sup>1</sup>	24	83,257	Providence
Colchester Towne	24	147,370	Lee
Penderbrook	48	354,910	Providence
Tavener Lane <sup>1</sup>	12	37,918	Lee
Island Creek	8	24,681	Lee
United Community Ministries	NA	37,971	Lee
Working Singles Housing Program	20	37,239	Providence
FCRHA Operating	NA	125,238	Various
Murraygate Village <sup>1</sup>	197	649,638	Lee
Stonegate Village <sup>1</sup>	234	674,331	Hunter Mill
Woodley Homes Mobile Home Park	115	352,864	Mt. Vernon

## **FUND 941**

### **FAIRFAX COUNTY RENTAL PROGRAM**

<b><u>Project Name</u></b>	<b><u>Units</u></b>	<b><u>FY 2001 Cost</u></b>	<b><u>District</u></b>
Cedar Ridge <sup>2</sup>	198	0	Hunter Mill
Hopkins Glen <sup>2</sup>	91	0	Providence
Unspecified Projects (Capital Equipment )	NA	667	Various
Little River Glen (Debt Service)	<u>NA</u>	<u>513,782</u>	Braddock
<b>Subtotal FCRP Operating</b>	<b>1,089</b>	<b>\$3,672,757</b>	

<sup>1</sup> The units at Castellani Meadows, West Glade, Tavenner Lane, Murraygate Village, and Stonegate are owned by limited partnerships of which the FCRHA is the managing general partner.

<sup>2</sup> The units at Cedar Ridge and Hopkins Glen are part of the FCRP Program. Both properties are managed and maintained by a private contractor. All funding for these units will be reported under a separate offline FAMIS funding source.

The Group Homes program is summarized in the following table including the number of beds and the level of FY 2001 funding:

<b><u>Project Name</u></b>	<b><u>Beds/Units</u></b>	<b><u>FY 2001 Cost</u></b>
Minerva Fisher Group Home <sup>1</sup>	12	\$74,074
Rolling Road Group Home <sup>2</sup>	5	30,298
West Ox Group Home <sup>3</sup>	20	91,683
First Stop Group Home <sup>2</sup>	8	56,600
Mount Vernon Group Home <sup>2</sup>	8	28,367
Leland Group Home	8	54,000
Patrick Street Group Home <sup>2</sup>	<u>8</u>	<u>28,825</u>
<b>Subtotal Group Homes</b>	<b><u>69</u></b>	<b><u>\$363,847</u></b>
<b>Total Fund Expenditures</b>	<b>1,158</b>	<b>\$4,036,604</b>
<b>Less: Debt Service</b>	<b>NA</b>	<b><u>(\$513,782)</u></b>
<b>Total Program Operations</b>	<b>1,158</b>	<b>\$3,522,822</b>

<sup>1</sup> Includes all Operating Expenses including utilities.

<sup>2</sup> Includes emergency Operating Expenses and insurance liabilities.

<sup>3</sup> Includes emergency Operating Expenses, ground maintenance, and insurance liabilities.



### ***Funding Adjustments***

*The following funding adjustments from the FY 2000 Revised Budget Plan are necessary to support the FY 2001 program:*

- An increase of \$34,028 due to the implementation of the new Pay for Performance program in FY 2001. The new system links annual pay increases to employee performance.

## **FUND 941**

### **FAIRFAX COUNTY RENTAL PROGRAM**

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- An increase of \$28,657 due to the implementation of the Market Pay Study. As a result of the Study, incumbents in job classes that are found to be one grade below the market will be moved to the appropriate grade and receive a 2.0 percent market adjustment. Incumbents in classes found to be two or more grades below the market will be moved to the appropriate grade and receive a 4.0 percent market adjustment. In addition, funding is held in reserve to provide all employees with a 2.5 percent cost-of-living/market adjustment.
- An increase in Personnel Services of \$18,666 due primarily to increases for current salary grades of existing staff based on historical levels.
- An increase of \$165,843 for two new FCRP limited partnership projects, Project 013969, Castellani Meadows, and Project 014051, Mixed Green, including Personnel Services, \$96,373, and Operating Expenses, \$69,470. Expenses will be reimbursed by the limited partnership.
- A net decrease of \$675,297 in other FCRP projects, including Personnel Services expenses of \$145,438 and \$529,859 in Operating Expenses, primarily due to the reduction of interest expenses as a result of the privatization of Hopkins Glen and payment completion of the loan for Little River Square in FY 2000 and interest expenses as a result of refinancing debt service, \$142,288; the carryover of the annual mortgage payment for Project 013905, Creighton Square, \$67,000; and \$320,571 for completing major maintenance and repair projects; and the carryover of utility expenses as well as redirecting utility expenses to two new projects, Castellani Meadows and Mixed Green.
- A net decrease in Operating Expenses of \$543,955 for Project 013880, Stonegate, \$266,374, and Project 013846, Murraygate, \$277,581, primarily due to the completion of major Department of Housing and Urban Development (HUD) requirements in FY 2000. These requirements included the replacement of locks as identified in security audits and assessment needs reports as well as interior and exterior repairs and landscaping to comply with community quality standards. There is a comparable decrease in reimbursements from the limited partnerships owning the projects.
- Funding of \$3,817 in Capital Equipment to purchase a facsimile machine to maintain capability of transmitting information without disruption; printers to handle color printing for newsletters and large volume printing; file cabinets for tenant file folders; and an 8mm video camcorder for security purposes. These expenses will be recovered in this non-appropriated fund from rental income and revenues from limited partnerships.

*The following funding adjustments reflect all approved changes in the FY 2000 Revised Budget Plan since passage of the FY 2000 Adopted Budget Plan. Included are all adjustments made as part of the FY 1999 Carryover Review and all other approved changes through December 31, 1999:*

- On September 30, 1999 an allocation of \$40,500 was made to Project 0140161, Leland Road, for debt service payments. Revenues were increased by the same amount to reflect reimbursements from the Fairfax-Falls Church Community Services Board (CSB).
- On September 13, 1999 as part of the FY 1999 Carryover Review, the Board of Supervisors approved \$189,515 including encumbered carryover of \$122,515 primarily for utility expenses and maintenance contracts and unencumbered carryover of \$67,000 for mortgage payments for Project 013905, Creighton Square.

# FUND 941

## FAIRFAX COUNTY RENTAL PROGRAM

### FUND STATEMENT

Fund Type H94, Local Rental Housing Program

Fund 941, Fairfax County  
Rental Program

	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
<b>Beginning Balance</b>	<b>\$1,266,661</b>	<b>\$1,044,063</b>	<b>(\$92,594)</b>	<b>\$1,196,937</b>	<b>\$1,161,923</b>
Revenue:					
Dwelling Rents	\$2,213,047	\$2,286,863	\$1,859,528	\$1,786,112	\$1,786,112
Investment Income	33	41,298	41,298	38,193	38,193
Other Income	104,157	1,943,854	3,678,152	1,696,979	1,696,979
Debt Service Contribution	507,909	514,339	514,339	513,782	513,782
Transitional Housing					
Grant	0	0	26,630	0	0
Shelter Plus Grant	102,396	0	58,140	0	0
Housing Opportunities for Persons with AIDS	167,804	0	23,659	0	0
Total Revenue	\$3,095,346	\$4,786,354	\$6,201,746	\$4,035,066	\$4,035,066
<b>Total Available</b>	<b>\$4,362,007</b>	<b>\$5,830,417</b>	<b>\$6,109,152</b>	<b>\$5,232,003</b>	<b>\$5,196,989</b>
Expenditures:					
Personnel Services	\$1,289,190	\$1,429,339	\$1,429,339	\$1,461,625	\$1,496,912
Operating Expenses	2,803,436	3,392,464	3,467,449	2,571,162	2,571,162
Capital Equipment	41,406	43,969	50,441	3,817	3,817
Shelter Plus Grant	160,536	0	0	0	0
Housing Opportunities for Persons with AIDS	160,033	0	0	0	0
Subtotal Expenditures	\$4,454,601	\$4,865,772	\$4,947,229	\$4,036,604	\$4,071,891
COLA /MRA Reserve	0	0	0	35,287	0
Total Expenditures	\$4,454,601	\$4,865,772	\$4,947,229	\$4,071,891	\$4,071,891
<b>Total Disbursements</b>	<b>\$4,454,601</b>	<b>\$4,865,772</b>	<b>\$4,947,229</b>	<b>\$4,071,891</b>	<b>\$4,071,891</b>
<b>Ending Balance<sup>1</sup></b>	<b>(\$92,594)</b>	<b>\$964,645</b>	<b>\$1,161,923</b>	<b>\$1,160,112</b>	<b>\$1,125,098</b>
Replacement Reserve	(676,261)	380,978	578,256	576,445	541,431
Cash with Fiscal Agent	583,667	583,667	583,667	583,667	583,667
<b>Unreserved Ending Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<sup>1</sup> The FCRHA approved designating fund balance in Fund 941, Fairfax County Rental Program, as a replacement reserve at its May 23, 1996 meeting for the FCRP and VHDA projects.